



**STATE OF NEVADA**  
**COMMISSION ON ETHICS**  
<http://ethics.state.nv.us>

**Wednesday, July 14, 2004**  
**10:00 a.m.**

**State Contractor's Board Room**  
**2310 Corporate Circle, Suite 200**  
**Henderson, Nevada 89074**

**MINUTES**

These minutes constitute a summary of the above proceedings of the Nevada Commission on Ethics.  
A verbatim transcript of the open session proceedings, prepared by a certified court reporter,  
is available for inspection at the Commission office.

**Commission Members Present:**

Rick Hsu, Esq., Chairman; Caren Jenkins, Esq., Vice Chairman;  
Merle Berman; Timothy Cashman; William Flangas, P.E.;  
Mark Hutchison, Esq.; George Keele, Esq.; Jim Kosinski, Esq.

**Commission on Ethics Staff Present:**

Stacy M. Jennings, Executive Director; Nancy Lee Varnum, Commission Counsel;  
Emily H. Nunez, Administrative Assistant

**Others Present:**

Members of the media

Chairman Hsu called the meeting to order at 10:00 a.m., Wednesday, July 14, 2004.

#### Agenda Item 1 – Open Session to approve the Minutes of May 12-13, 2004 and June 9, 2004 Commission Meetings

Commissioner Flangas requested a correction be made to Commission members absent, to reflect that Flangas and Keele were absent because they had been precluded by virtue of serving on the panel. Commissioner Kosinski moved to approve the May 12-13, 2004 minutes as corrected, seconded by Vice Chair Jenkins. The motion was put to a vote and passed unanimously, with Commissioners Keele and Cashman abstaining since they did not attend the meeting.

Vice Chair Jenkins moved to approve the June 9, 2004 minutes, with the correction that Commissioners Kosinski and Keele were absent due to their participation in the related panel proceedings. Commissioner Hutchison seconded the motion. The motion was put to a vote and passed unanimously, with Commissioners Kosinski, Keele, and Cashman abstaining.

#### Agenda Item 2 – Closed Session

The Commission heard testimony, received evidence, deliberated, and rendered an opinion relating to a confidential Advisory Opinion Request submitted pursuant to NRS 281.511, subsection 1.

#### Agenda Item 3 – Open Session to hear Executive Director's Annual Report presented pursuant to NAC 281.053, subsection 2

Executive Director, Jennings, advised the Commission that her report was not ready due to the increase in the investigations caseload. The report should be ready by the September meeting. Ms. Jennings reported that the Board of Examiners unanimously approved the Commission's request for a paralegal position and a Las Vegas office, and the request will be forwarded to the Legislature's Interim Finance Committee on September 15, 2004 for their consideration.

#### Agenda Item 4 – Open Session for Review and Adoption of a Public Information Policy

The Commission discussed adoption of a formal policy to address communication between Commission members and the media. A copy of the policy discussed is attached to these minutes (see Attachment A). No action was taken and the agenda item was indefinitely tabled.

#### Agenda Item 5 – Election of a new chairman and vice chairman

By unanimous vote, Commissioner Rick Hsu was reelected Chairman and Commissioner Caren Jenkins was reelected Vice Chair for the term July 1, 2004 through June 30, 2005.

Agenda Item 6 – Open Session for Public Comment

No public comment was made.

Chairman Hsu adjourned the meeting at 1:03 p.m.

Minutes transcribed by:

Minutes approved August 18, 2004.

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Emily H. Nunez  
Administrative Assistant

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Rick Hsu, Esq.  
Chairman

## **ATTACHMENT A**

### **NEVADA COMMISSION ON ETHICS PUBLIC INFORMATION POLICIES AND PROCEDURES**

The Executive Director (0002) has been designated as the primary public information and media relations contact for the Commission. This designation ensures the Commission will consistently convey one public policy voice.

All requests from media are coordinated through the Executive Director. The Executive Director is responsible for preparing all information disseminated to the media, and acting as the official spokesperson for the Commission.

This policy implies:

1. All communication with media should be funneled through the Executive Director.
2. Individual Commission members and Commission staff should attempt to refer all media questions and requests for materials through the Executive Director.
3. If necessary, the current Commission Chairman or Commission Counsel may make comments to the media when the Executive Director is unavailable.
4. In the unlikely event that someone other than the Executive Director provides any information to media, such information should be immediately provided to the Executive Director. The information forwarded should include the time and date of communication, name of the reporter, information provided, context of the question, and any other pertinent information.

Additionally, the Executive Director (0002) represents the Commission at the Nevada Legislature, government meetings, and other meetings/events as necessary to promote understanding of Commission mission and statutory mandates through interaction with legislators, government officials, and members of the public. Pursuant to NRS 281.4635(1)(e), the Executive Director is also charged with conducting training seminars to educate public officers and employees and the general public regarding the Nevada ethics in government law.